

LCAP Release Instructions

2006-07

One person at each school has been designated to release the LCAP data once it has been entered into the system. The following instructions are steps to releasing the data:

STEPS:

1. Access Website: www.nd.gov/cte Click **Accountability** then **LCAP System Login**
2. Enter **Login ID and Password**
3. Click **Login** (LCAP – Main Menu will appear)
4. Click on **Plant Release**

A list of schools that you are responsible for will appear. If you have more than one school, you will need to release each one individually.

5. Click **Release Plant**
6. It will ask “Are you sure that you want to release this plant?”
7. Click **Release** (the 2006-07 data will now be marked with a green dot)
8. When completed – click on **Main Menu** and **Logout**